

## **I. UAV OPERATIONS**

### **1. Flight Operations**

#### **a. Standing Operating Procedure (SOP)**

(1) Does a flight operation maintain and comply with Standing Operating Procedures (SOP)? (AR 385-95, Para 3-3) **P / F / NA**

(2) Is a crew endurance program established in the unit Standard Operating Procedures (SOP)? (AR 95-23, Para; 3-8, Table 3-1) **P / F / NA**

#### **b. Flight Operations MOS Training**

(1) Has a formal training program been developed to ensure that every member of the flight operations section can accomplish each technical function of flight operations? (AR 350-1; Para f (1, 4) FM 3-04.300) **P / F / NA**

(2) Are MOS related training deficiencies identified for newly assigned soldiers? (FM 3-04.300, Para 4-37) **P / F / NA**

(3) Does the program include junior NCOs to ensure that they are capable of performing every task required of his or her immediate subordinates? (AR 350-1, Para 2-35(e)) **P / F / NA**

#### **c. Flight Operations Administration**

(1) Is the unit flying hour program developed and administered according to the commander's guide? (TC 1-210-1, chap 6) **P / F / NA**

(2) Are Air Crash Search and Rescue (ACSR) or local crash grid maps and/or crash grid overlays distributed and maintained by each activity listed on the primary and secondary crash alarm systems? (AR 385-95, Appendix C; FM 3-04.300, Para 2-59 thru 2-61) **P / F / NA**

(3) Does flight operations maintain the following?

(a) A complete and correct pre-accident plan for their unit? (AR 385-95, para 1-6c (7))

**P / F / NA**

(b) Documentation that the units pre-accident plan has been rehearsed and reviewed for adequacy at least quarterly? (AR 385-95, para 1-6c (8))

**P / F / NA**

(c) A method to activate the crash-rescue system: (AR 420-90, Para 4-3; AR 385-95, Appx C)

**P / F / NA**

(d) Blank DA Forms 2696 (OHR) (AR 385-95, Para 2-5b (1) AR 95-23, Para 3-9)

**P / F / NA**

(e) Aircrew information reading file and ensure a system is developed to ensure all appropriate personnel review the file whenever new information is added? (AR 95-23, Para 4-4; AR 385-95, Para 1-6c (6))

**P / F / NA**

**d. Flight Planning**

- (1) If flight plans are to be filed in unit operations, is a complete flight planning area provided as required? (*FM 3-04.300, Para 2-19 thru 2-29*) **P / F / NA**
- (2) Are blank flight plans available? (*FM 3-04.300, Para 2-26*) **P / F / NA**
- (3) Are flight plans filed for all flights? (*AR 95-23, Para 5-2(d) GP DOD FLIP*) **P / F / NA**
- (4) Are flight plans completed as per commander policy or SOP? (*AR 95-23, Para 5-2(d)*) **P / F / NA**

**e. DA Form 2408-12 (Army Aviator's Flight Record)**

- (1) Are DA Form 2408-12's filled out correctly? (*DA PAM 738-751, fig 2-7a and b; AR 95-23, Para 2-5*) **P / F / NA**
- (2) Does flight operations maintain DA Form 2408-12's for three months and then destroy them? (*DA PAM 738-751, para 2-8(d) (2)*) **P / F / NA**

**f. UAS Mission Schedule/Brief (DA Form 7525)**

- (1) Has a LTC or above designated additional briefing officers/NCOs, in writing, when the traditional chain of command does not exist or when briefing officers/NCO cannot brief because of official duties or absences? (*AR 95-23, Para 2-12*) **P / F / NA**
- (2) Has self-briefing been approved by the first officer in the grade of LTC or above in the chain of command? (*AR 95-23, Para 2-12*) **P / F / NA**
- (3) Are designated briefing officers selected based on experience and level of responsibility within the unit? (*AR 95-23, Para 2-12, (a)*) **P / F / NA**
- (4) Are briefing officers utilizing DA Form 7525? (*AR 95-23, Appendix B*) **P / F / NA**
- (5) Are all required blocks on the mission-briefing sheet filled out correctly? (*AR 95-23, Appendix B*) **P / F / NA**
- (6) Has the approval officer/NCO initial the risk assessment worksheet authorizing the flight? (*AR 95-23, Para 2-12, (3)*) **P / F / NA**
- (7) Are mission briefings kept on file for a minimum of 30 days? (*AR 95-23, Para 2-12(3)*) **P / F / NA**
- (8) Are risk assessments conducted for each mission or flight? (*AR 385-95, para 1-6c (2) AR 95-23, Para 2-12(2) (f); Para 3-7*) **P / F / NA**
- (9) Are risk assessments kept on file for a minimum of 30 days? (*AR 95-23, Para 2-12(3)*) **P / F / NA**

**g. Individual Flight Records Folder (IFRF)**

- (1) Are records properly maintained? (*FM 3-04.300, chap 6; AR 95-1, para 2-8*) **P / F / NA**
- (2) Are all IFRF's labeled correctly? (*AR 25-400-2; FM 3-04.300, Para 6-4 thru 6-8*)  
**P / F / NA**
- (3) Are copies of aviation service/flight status orders, aeronautical designation orders and suspension orders (other than medical disqualification) filed under the orders section of the DA Form 3513? (*FM 3-04.300, Para 6-14 thru 6-19*)  
**P / F / NA**
- (4) Are certificates of completion for IP, IE, MP, FI, or SI designation (if appropriate) filed under the orders section of the DA Form 3513? (*FM 3-04.300, Para 6-14 thru 6-19*)  
**P / F / NA**
- (5) Are copies of senior/master crewmember badges and senior/master aviator badges placed in the orders section of DA Form 3513? (*FM 3-04.300, Para 6-14 thru 6-19*)  
**P / F / NA**
- (6) Is a current copy of DA Form 7120-R for IP, IE, MP, FI, or SI placed in the orders section of DA Form 3513? (*FM 3-04.300, Para 6-14 thru 6-19*)  
**P / F / NA**
- (7) Are flight records closed out? (*FM 3-04.300, Para 6-20 thru 6-24*)  
**P / F / NA**
- (8) Are birth month close outs provided to the crewmember within 10 working days from the end of the crewmember's birth month? (*FM 3-04.300, Para 6-20*)  
**P / F / NA**
- (9) Is the most current closeout (DA Form 759 and 759-1) posted on top of the previous closeouts and in sequence? (*FM 3-04.300, Para 6-9 thru 6-19*)  
**P / F / NA**
- (10) Ensure worksheets are not included with the closeouts. (*FM 3-04.300, Para 6-42 thru 6-49*)  
**P / F / NA**
- (11) Is DA Form 759, part I, BIO/DEMOGRAPHIC, completed correctly? (*FM 3-04.300, Para 6-83 thru 6-86*)  
**P / F / NA**
- (12) Are aircraft qualification dates for crewmembers, nonrated crewmembers and flight surgeons entered into Part II, Sections A and Column B correctly? (*FM 3-04.300, Para 6-83 thru 6-86*)  
**P / F / NA**
- (13) Is night system (NS) time (in part II, section A) entered for aircraft that NS time was flown in? (*FM 3-04.300, Para 6-83 thru 6-86*)  
**P / F / NA**
- (14) Is all Aircrew Training Program (ATP) information entered into Part III correct? (*FM 3-04.300, Para 6-83 thru 6-86*)  
**P / F / NA**
- (15) Have the maintenance test flight evaluation dates been entered into Part III, Block 2 for all maintenance test pilots and maintenance evaluators? (*FM 3-04.300, Para 6-83 thru 6-86*)  
**P / F / NA**
- (16) Are all required remarks listed in Part IV of each DA Form 759? (*FM 3-04.300, Para 6-83 thru 6-86*)  
**P / F / NA**

(17) Does the individual's commander sign to certify the accuracy of the closeout data? (If the individual is a commander, his/her superior must verify and sign the flight records) (*FM 3-04.300, Para 6-83 thru 6-86*) **P / F / NA**

(18) Is a copy of a current DA Form 4186, Medical Recommendation for Flying Duty, on file in the IFRF? (*AR 40-501, Para 6-11d; FM 3-04.300, Para 6-12/13*) **P / F / NA**

(19) Are the commander, individual and flight surgeon completing their areas of the form before it is filed in the IFRF? (*FM 3-04.300, Para 6-12/13*) **P / F / NA**

(20) Are copies of medical suspensions or waivers with clearly stated periods of retention on file as appropriate in each IFRF? (*FM 3-04.300, Para 6-12/13*) **P / F / NA**

(21) Are DA Form 4186's, maintained according to FM 3-04.300, Table 6-1? (*FM 3-04.300, Para 6-12/13*) **P / F / NA**

(22) Is the commander's concurrence/nonconcurrence annotated in block 23 on DA Form 4186? (*AR 40-501, para 6-11d*) **P / F / NA**

(23) Are individuals who do not have a current flight physical or a valid flight physical extension suspended from flying status until medical clearance is given? (*AR 600-105, para 6-1c (2); FM 3-04.300, Para 6-34*) **P / F / NA**

**NOTE: Flight records will be inspected in accordance with the checklists found in FM 3-04.300, Appendix H and I, dated April 2004.**

#### **h. Flying Status Management**

(1) Are rated Army aviators authorized flying status according to AR 600-105? (*AR 600-105, para 3-1; FM 3-04.300, Para 6-29*) **P / F / NA**

(2) Is management of enlisted flying status IAW FM 3-04.300 and AR 600-106? (*FM 3-04.300, Para 6-29 thru 6-37; AR 600-106, chap 2*) **P / F / NA**

(3) Are nonrated personnel placed on flight status IAW AR 600-106? (*AR 600-106, para 1-4, 2-3 through 2-5*) **P / F / NA**

(4) Are copies of all signed request for orders kept in the IFRF until approved orders placing the individual on flying status are received? (*FM 3-04.300, Para 6-31*) **P / F / NA**

(5) Are annual audits accomplished on DA Form 11-2-R for all nonrated personnel within the unit that are on flying status? (*AR 600-106, para 1-4e (6) and Appendix B*) **P / F / NA**

(6) Does flight operations maintain a chart reflecting all nonrated flight slots listed by paragraph and line number and individuals who fill these positions? (*FM 3-04.300, Para 6-32*) **P / F / NA**

(7) Are enlisted crewmembers provided with a 120-day notice before they are involuntarily removed from flying status through no fault of their own? (*AR 600-106, para 2-8; FM 3-04.300, Para 6-33*) **P / F / NA**

(8) Are monthly exception certificate(s) prepared IAW AR 37-104-4 and submitted to finance prior to the 10th of each month? (*AR 37-104-4, para 9-1; FM 3-04.300, Para 6-37*) **P / F / NA**

## **i. Publications**

(1) Are appropriate publications and regulations on file and current? (*FM 3-04.300, Appendix F*)  
**P / F / NA**

(2) Do soldiers know where to find the information required conducting operations and do they understand the information? (*FM 3-04.300, Appendix F*)  
**P / F / NA**

## **l. Army Record Information Management System (ARIMS)**

(1) Are flight operation's files marked, labeled and stored correctly? (*AR 25-400-2 Chap 6(6-2) FM 3-04.300 6-4, 6-5*)  
**P / F / NA**

(2) Is the information on the file label accurate? (*AR 25-400-2, FM 3-04.300 Figure 6-1*)  
**P / F / NA**

(3) Are flight operation's publications marked, labeled and stored correctly? (*AR 25-400-2 Chap 6(6-2c)*)  
**P / F / NA**

(4) Are guides being used in the file system process?  
**P / F / NA**

## **REFERENCES:**

AR 190-51	Sep	93	AER 350-1	May	05
AR 25-400-2	Nov	04	AER 95-1	Dec	03
AR 350-1	Jan	06	FM 3-04.300	Apr	04
AR 37-104-4	Jun	05	TC 1-210	Jun	06
AR 385-95	Dec	99	DA PAM 25-40	Nov	06
AR 40-501	Jan	07	DA PAM 25-33	Sep	96
AR 420-90	Oct	06	DA PAM 738-751	Mar	99
AR 600-105	Dec	94	USAREUR MSG#		980618
AR 600-106	Dec	98	USAREUR MSG#		0502083
AR 95-1	Feb	06	AR 95-23	Aug	06
Current DOD FLIP					